

OPERATOR PRACTICAL EXAMINATION



As employer, it is your responsibility to ensure your operators are trained specific to the equipment and gear they will be using, as well as the situation in which that equipment will be used. The training presentation and written exam satisfies the requirements for classroom training. But to be in complete compliance, regulations dictate that operators/workers must also pass a practical examination and observation portion.

This is the employer's opportunity to watch the trainee in a controlled environment in order to assess whether or not they have successfully applied in the field what he or she learned in the classroom.

While regulations do not specifically outline the extent of such an observation, you should take the time to observe them in regards to the jobs they will be performing on a daily basis. At the very least, this should entail going through a pre-shift inspection as well as basic principles governing safe operations or work practices.

If any voice and hand signals are required as part of the job, the worker should also demonstrate an understanding of these signals and their corresponding functions.

To assist with this responsibility, we have provided a general exam you may use in administering the practical examination. Feel free to use it as is or as a guide to create one more specific to your employee, equipment, worksite, or job needs.

HOW TO USE IT: *It's as easy as 1, 2, 3 . . .*

1. Simply observe their knowledge based on the modules included.
2. Go down the list, checking off that they satisfactorily performed each task.
3. When done, sign it and file it along with the examination and certificate.

Work Safe, Stay Safe

Horizontal Directional Drill Operator Evaluation Form

Operator's Name: _____ Date: _____

Evaluator's Name: _____

The purpose of the horizontal directional drill evaluation form is to aid the evaluator in assessing the operator's competency to operate the machine safely. Items may be added or deleted depending on the operating environment or the needs of your company.

Pre-shift Inspection:

	Sat.	Unsat.	Remarks
Checks manual/maintenance chart			
Fuel, oil, coolant, other fluids, battery			
Tracks, Rollers, Idlers, Lugs, Chain assembly			
Warning devices, lights			
Hydraulics			
Pipe Box			
Anchors			
Operator's station and controls			
Fire Extinguisher			
Labels, Cap. Plates, Op. Manual			

Operational Checks ("Key On"):

	Sat.	Unsat.	Remarks
Horn			
Operator controls			
Test all hydraulic functions			
Back up alarm			

Operating the drill:

	Sat.	Unsat.	Remarks
Ground control operation			
Proper Mounting/Dismounting			
Set anchors and stabilizer			
Carriage thrust and reverse			
Spindle rotation			
Pipe loader			
Vise wrenches			
Lights			
Communication/Hand Signals			
Demonstrates what to do if worker enters work area			

Supervisor/Trainer Name & Signature

Date